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Federal Election Commission

RE: Best Effort Procedures

The procedures that we follow are as follows:

1. Request employer and occupation information with each solicitation.
2. If information is not provided by contributor follow-up with letter or email within 30 days, we keep copies of those letters. The letter is clear and outlines why we need the information.
3. We also send a second request two week after the first request.
4. Once we have the information we add that to the contributors record, if we do not hear back we record that "Best Efforts Made".
4. Amend or file memos as needed once information is received or best efforts met.

Kelly Lawler
Treasurer
